

**Erie County Department of Mental Health
Centralized Housing Placement System
For Supported Housing**

Procedure: Step-Down Capacity and Referral Approval

Procedure No: 1.1

Date: 9/22/03

Rev: 11/18/05

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Purpose: To establish SHP step-down capacity on a pilot basis for transfers from Community Residences and Licensed Apartment programs.

Administrative Note: Utilization trends will be analyzed on a regular basis to determine the need for any modifications to this policy.

Procedure:

1. Step-down capacity will be reserved as follows:
 - a. Transitional Services – 34 beds
 - b. Living Opportunities of DePaul – 25 beds
 - c. Buffalo Federation of Neighborhood Centers – 15 beds
2. Additional step-down capacity will be reserved for BPC discharges as follows:
(Contingent upon analysis of utilization trends)
 - a. STEL – 10 beds
 - b. BFNC – 15 beds
 - c. LODP – 10 beds
3. A Housing Provider, at any given point in time, shall not exceed the assigned step-down capacity stated in steps 1 and 2 of this procedure.
4. Admissions into step-down beds will require notification to the Erie County Housing Coordinator. A CHPS Referral Packet **is not** required for step-down placement.
5. CHPS approval of any step-down application will be contingent upon confirmation of a valid vacancy within the assigned step-down capacity of the selected Housing Provider.
6. The Erie County Housing Coordinator will maintain a roster of all step-down participants.
7. Housing Providers will be responsible for communicating roster changes to the Erie County Housing Coordinator in a timely fashion.

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8. Should a Housing Provider reach 100% step-down occupancy, a step-down discharge must be reported prior to CHPS approval of any further step-down admissions.
9. Step-down vacancies cannot be generated through transfers to other SPOE SHP beds except to accommodate consumer choice for an alternate provider or accommodate a step-down participant that has enrolled in Care Coordination.
10. Step-down applicants may qualify for placement in SPOE capacity if all standard CHPS SPOE criteria are met.